

**JOB TITLE:****GRADE: M-33****DIRECTOR – DEPARTMENT OF PUBLIC WORKS****GENERAL STATEMENT OF DUTIES:**

This is a senior, cabinet-level position that serves as a Director of Public Works. Directs and administers the activities of the Public Works Department. The Public Works Director shall plan, organize, implement and supervise the activities of the department subject to the general direction of the Mayor and Chief of Staff. The Public Works Director manages all residential solid waste collection and disposal activities including recycling and household hazardous waste programs. The Director is responsible for determining departmental policies for planning long-term programs, resolving difficult administrative problems and managing the departmental budget. The position delegates considerable authority for the performance of technical and day-to-day administrative activities to the Bureau Directors within the Department of Public Works. This position involves responsibility for administration, operation, maintenance and regulatory compliance of public work programs. Represents the City with other governmental agencies on a wide variety of issues pertaining to public works and utilities. Work is performed under the direct supervision of the Mayor and Chief of Staff. This is a management, FLSA-exempt position.

**JOB LOCATION/EQUIPMENT:**

The Public Works Center, 1690 South 19<sup>th</sup> Street, Harrisburg, PA. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however, this position requires twenty-four hour daily availability, evening, weekend and occasional holiday duties. Work involves the use of various machines such as personal computer and printer, copy machine, fax machine, telephones and other technological devices as necessary or required.

**ESSENTIAL FUNCTIONS:**

Plans, organizes and administers the operation of the Department of Public Works. Directs the activities of the Bureau of Neighborhood Services (which includes city services, sanitation and traffic engineering), Bureau of Vehicle Management, Bureau of Water and Bureau of Sewerage. Hires, disciplines and performs related personnel activities of employees who supervise bureaus. Provides technical advice to the Mayor, Chief of Staff, Harrisburg City Council, and other department heads concerning engineering problems. Supervises the design of public works projects, and works with consulting engineers in the design of such projects. Supervises the construction and maintenance of streets, highways, and sewers. Supervises the maintenance of sanitary and storm sewers. Follows-up with departmental activities through periodic reports by subordinates and conducting regular inspections. Supervises the compilation of cost data and estimates. Prepares departmental operating budget and confers with the Mayor, Chief of Staff and Director of Department of Building and Housing Development

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on formulating the City's capital improvement program. Provides statistical and operational reports as requested by various City Authorities. Advises and provides City Council members and committees with information and guidance in the development of City legislation related to the Department of Public Works. Confers with the Chief of Staff and Bureau Chiefs concerning maintenance service, solid waste inspections, and recycling and refuse collection and disposal problems. Meets with vendors, contractors and consultants regarding departmental activities. Oversees independent contractors performing work for the City. Develops specifications and bid documents for a variety of public works and utility related designs, construction and maintenance projects. Recommends contract awards, negotiates contract provisions and coordinates, reviews and approves contractor's performance. Controls the purchasing of materials and equipment necessary for public works tasks. Directs the development of information systems which provides data on the best time to replace equipment to gain maximum use at minimum cost. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service. Ensures that water, street, storm water and wastewater systems are operating in compliance with City, State and Federal Laws. Investigates and responds to complaints by the public regarding conditions of streets, water, sewer and storm drainage. Reviews plans and monitors developments related to public works and utility matters and evaluates their impact on the City. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition, which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

**NON-ESSENTIAL FUNCTIONS:**

Serves on the Emergency Management Team and other boards and commissions as assigned. Performs all other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to maintain harmonious and effective working relationships with employees, elected officials and the general public.
- Ability to organize, direct and control the work of subordinates engaged in major projects
- Ability to conceptualize, develop and implement policies and procedures for improving and facilitating departmental programs.
- Ability to solve budgetary problems.
- Ability to develop operational procedures.

**DIRECTOR – DEPARTMENT OF PUBLIC WORKS****REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (CON'T):**

- Ability to express ideas effectively, both orally and in writing.
- Ability to develop and enforce departmental policies affecting divisional operations.
- Ability to keep abreast of legislative and other activities that affects public works.
- Ability to read and interpret blueprints.
- Ability to perform and/or manage multiple tasks, projects and priorities concurrently.
- Comprehensive knowledge of modern principles and practices of public works administration.
- Comprehensive knowledge of principles and practices of civil engineering as it applies to the administration of diversified public work activities.
- Comprehensive knowledge of the principles of program development, public budgeting and techniques used in the practices of public administration.
- Comprehensive knowledge of public budgetary procedures.
- Thorough knowledge of acceptable supervisory practices and techniques.
- Ability to maintain professional demeanor in spite of confrontational atmosphere.
- Thorough knowledge of the laws and regulations relating to departmental activities.
- Thorough knowledge of refuse collection, disposal and recycling.
- Thorough knowledge of the sources of engineering information and facility in the application of engineering methods.
- Thorough knowledge of street construction and maintenance, water and sewer system operation and maintenance.
- Thorough knowledge of municipal government operations.
- Thorough knowledge of City programs and resources available to solve problems.
- Thorough knowledge of the principles underlying the laws and regulations of the City.
- Thorough knowledge of supervisory methods and techniques.
- Thorough knowledge of business underwriting.

**QUALIFICATIONS:**

Bachelor's Degree in Civil Engineering or Public Administration, preferably supplemented by graduate work or courses in public works administration, environmental health or related field; five years of administrative and supervisory experience involving a variety of maintenance management and refuse collection and disposal activities; or any equivalent combination of experience and training which provides the knowledge, skills and abilities needed to perform the Essential Functions of the position. A Valid Pennsylvania driver's license, class C, or equivalent.

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**LICENSES, REGISTRATIONS AND/OR CERTIFICATES:**

Registration as a professional engineer as issued by the Pennsylvania State Registration Board for professional engineers is preferred.